

## New Attorney Resources



**Tel: 330-451-7380**

## Books

*The First Trial: Where Do I Sit? What Do I Say, in a Nutshell*, 2nd ed, by Steven H. Goldberg and Tracy Walters McCormack, 2009. Provides an organizational approach for the first trial. **KF8915 .Z9 G59 2009**

*How to Succeed as a Trial Lawyer*, by Stewart Edelstein, 2013. Provides tips for dealing with clients and other attorneys, drafting documents, taking depositions, courtroom presentations, and marketing a practice. **KF8915 .E34 2013**

*Internet Branding for Lawyers: Building the Client Centered Website*, by Jeff Lantz, 2012. Discusses how to build a brand, develop a logo, design a website, and search engine optimization. **KF320 .A9 L36 2012**

*Introduction to Law Firm Practice*, by Michael Downy, 2010. Covers law firm organizational structure and promotional tracks for firms, how firms develop business, intake of client matters, expectations of the new attorney and how to handle mistakes. **KF300 .D69 2010**

*Law Office Policy & Procedures Manual*, by Howard I Hatoff and Robert C. Wert, 6th ed., 2011 with CDROM. Provides sample law office policies related to employee work

hours, preparation of correspondence, emergency procedures, financial management, use of technology, and a variety of other topics. **KF318 .R64 2011**

*Legally Speaking: 40 Powerful Presentation Principles Lawyers Need to Know*, by David J. Dempsey, 2009. A guide to how to structure effective presentations including chapters on delivery and visual aids. **K 181 D46 2009**

*Letters for Litigators: Essential Communications for Opposing Counsel, Witnesses, Clients and Others*, by Daniel I. Small and Robin Page West, 2004 with CDROM. Sample letters for communicating with clients regarding retention, billing, depositions, settlement, and government investigations. Also sample letters for interacting with witnesses and opposing counsel. **KF320 .S53 2004**

*LinkedIn in One Hour for Lawyers*, by Dennis Kennedy and Allison C. Shields., 2nd ed., 2013. Provides step-by-step instructions for creating an account and tips for using LinkedIn to market an attorney's practice. **KF 310 .I57 K46 2013**

## Books

***Opening Statements: Winning in the Beginning by Winning the Beginning*** by Dominic J. Gianina and Lisa A. Marcy, 2011. Discusses techniques for creating persuasive opening statements. **KF8915 .J84 2011**

***Solo by Choice: How to Be the Lawyer You Always Wanted to Be***, by Carol Elefant, 2013 ed. Discusses advantages and disadvantages of a solo practice. Provides suggestions on planning the launch of a solo practice and how to manage and market the practice. **KF300 .E42**

***Through the Client's Eyes: New Approaches to Get Clients to Hire You Again and Again***, by Henry W. Ewalt, 2nd ed, 2002. Explains the importance of understanding the client and involving the client in decision making. **KF311 .E92 2002**

***Trial Advocacy in a Nutshell***, by Paul Berman, 5th ed., 2013. Discusses how to make a persuasive argument and courtroom strategies for opening statements, cross-examination, closing arguments and more. **KF8915 .Z9 B47 2013**

***Trial Tactics***, by Stephen Saltzburg, 3rd ed., 2012. Covers trial basics such as witness examination, lay and expert opinion, hearsay and opening and closing arguments. **KF8915 .S23 2012**

## Web Sites & Blogs

**ABA Solo, Small Firm and General Practitioner Section** has a site that links to video and print resources on topics such as cost recovery, starting and running a law firm, cool online tools and how to start a blog at: <http://www.americanbar.org/groups/gpsolo/resources.html>

**ABA Young Lawyers' Division** at: [http://www.americanbar.org/groups/young\\_lawyers.html](http://www.americanbar.org/groups/young_lawyers.html) includes full text of articles from the *Young Lawyer* magazine.

**Lawyerist.com** at: <http://lawyerist.com> has daily posts about technology, career development, marketing, practice management and ethics.

**MyShingle** at: <http://www.myshingle.com> has information on marketing, ethics and practice management.

**Ohio State Bar Association** videos for new lawyers at: <https://www.ohiobar.org/ForLawyers/LawStudentHub/Pages/Help-and-advice-for-new-lawyers.aspx>

**Supreme Court of Ohio's** lawyer to lawyer mentoring program links attorneys who have practiced for a number of years with those that have recently passed the bar. Information is available on the Supreme Court web site at: <http://www.supremecourt.ohio.gov/AttySvcs/mentoring/>.

If we desire respect  
for the law we must  
first make the law  
respectable.

Louis D. Brandeis



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